

MINUTES OF THE MEETING
OF THE
CHICOPEE HOUSING AUTHORITY
DECEMBER 9, 2009

The Members of the Chicopee Housing Authority met in regular session on December 9, 2009 at 7 Valley View Court in the City of Chicopee, Massachusetts,

The meeting was called to order by the Chairperson at 6:00 p.m. Upon roll call those present were as follows:

Present: Charles Swider Bruce Socha Chester Szetela Tameika Raye'la Martinez	Absent: Brian Hickey
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NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the regular meeting of the Members of the Chicopee Housing Authority will be held on December 9, 2009.

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 12, 2008 I filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Bruce Socha which was seconded by Tameika Raye'la Martinez it was unanimously voted to accept the Minutes of the Meeting held on November 10, 2009 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending October 31, 2009, which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Martinez, it was unimously voted to accept the Treasurer's report as given.

Upon a motion made by Bruce Socha which was seconded by Tameika Raye'la Martinez, it was unanimously voted to pay the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	64163 - 64322	\$689,481.22
SECTION 8	42070 - 42247	\$198,375.43

A tabulation of those bills to be paid is contained in the Member's folders.

Assistant Executive Director Patricia Murry reported that Pest Control quotes will be solicited.

Modernization Coordinator Robert Kachinski gave the following reports:

SENECAL AND BIRCH BARK:

Both the Senecal Site Improvement project and the Birch Bark Balcony repair project have begun but will probably be delayed until spring due to weather.

CABOT:

The hooded gutter replacement project has started with the delivery of materials. Weather permitting the project is on track to be completed in a month.

CANTERBURY:

Design work for the elevator upgrades, backup generator replacement and roof replacement are progressing. Final design should be completed in January so that the projects may be bid in early 2010.

Maintenance Operations Manager David Dymek reported that the following:

The Maintenance Department is working on preparing vacant units. The men have been plowing most of the day today.

Upon a motion made by Bruce Socha which was seconded by Chester Szetela, it was unanimously voted to accept the committee reports as received.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4929

Whereas, the Housing Authority received the following six (6) bids by the published deadline to replace the common entry and hallway doors at Memorial Apartments (AMP8-2): A tabulation of the bids is included in the Board members package.

<u>FIRM</u>	<u>TOTAL BID PRICE</u>
JDL of Franklin County	\$ 96,900.00
Saltmarsh Industries	\$ 99,400.00
Nationwide Construction	\$ 99,777.00
Wall Construction	\$ 99,900.00
Evergreen Construction Corporation	\$102,436.00
Kurtz, Inc.	\$117,955.00; and

Whereas, a report was given by Robert Kachinski.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to award the contract to the firm of JDL of Franklin County (lowest responsible bid) in the amount of \$96,900.00.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4930

Whereas, the staff has prepared a contract for JDL of Franklin County, Inc. for the replacement of the common entry and hallway doors at the Memorial Apartments (AMP8-2). This contract is in the amount of \$96,900.00 and all work will be completed within 120 days.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of JDL of Franklin County (lowest responsible bid) P.O. Box 421, East Longmeadow, MA 01028 for the replacement of the common entry and hallway doors at Memorial Apartments (AMP8-2) for the total sum of \$96,900.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Tameika Raye'la Martinez
Bruce Socha
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4931

Whereas, the Housing Authority received the following seven (7) Request for Qualifications (RFQ) by the published deadline for the design of the bathroom remodel (Phase I) at Cabot Manor Apartments (AMP8-1):

<u>FIRM</u>	<u>TOTAL FEE</u>
Hill Engineers, Architect, Planners, Inc.	\$ 47,494.00
LPBA/Architects, Inc.	\$ 48,500.00
CBI Consulting, Inc.	\$ 98,000.00
The ArchProfessional Group, Inc.	\$195,996.00
Reinhardt Associates, Inc.	\$ 26,600.00
James Bright Architect	\$ 40,800.00
Leon Pernice and Associates, Inc.	\$ 83,100.00

A tabulation of the requests is included in the Board members package.

Robert Kachinski gave a report regarding the above RFQ..

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Hill Engineers, Architects, Planners, Inc. for the design of the bathroom remodel (Phase 1) at Cabot Manor Apartments (AMP8-1) and the total remodeling project will be completed by December 2010.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha
Chester Szetela
Tameika Raye'la Martinez
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of invoice #1 for payment from Valley Home Comfort, Inc. for the installation of the canopy roof at the rear entrance of Birch Bark Apartments in the amount of \$14,240.00. This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Bruce Socha which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4932

Whereas, the firm of Valley Home Comfort, Inc. has submitted a Certificate of Substantial Completion for the installation of the canopy roof at Birch Bark Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Substantial Completion as submitted by the firm of Valley Home Comfort, Inc. for the installation of the Canopy roof at Birch Bark Apartments Project 667-8.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Bruce Socha
Tameika Raye'la Martinez
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of invoice # 3 from Alpha Contracting Associates, Inc. for the Fair Haven Community Room upgrade in the amount of \$1,332.50. This invoice is accordance with the terms of the contract requirements.

Upon a motion made by Tameika Raye'la Martinez which was seconded by Chester Szetela, it was unanimously voted to approve payment of Invoice #3 as submitted above.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4933

Whereas, the firm of Alpha Contracting Associates, Inc. has submitted a Certificate of Final Completion for the Fair Haven Community Room upgrade work.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Alpha Contracting Associates, Inc. for the Fairhaven Community Room upgrade.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Bruce Socha
Tameika Raye'la Martinez
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of invoice #1 from Gardner Construction & Industrial Services, Inc. for the Senecal site improvements in the amount of \$66,025.00. This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Martinez, it was unanimously voted to approve payment of invoice #1 as requested above.

The Housing Authority is in receipt of an invoice from Valley Opportunity Council for the Cabot Manor (AMP 8-1) After School Program in the amount of \$9,201.02. This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, with Tameika Raye'la Martinez abstaining it was voted to approve payment as requested above.

The Housing Authority is in receipt of two (2) invoices from LPBA Architects, Inc. for the design development and construction document services in the amount of \$6,235.00 and for architectural design/engineering services in the amount of \$2,175.00. Both invoices are cost associated with the roof replacement at Canterbury

Arms Apartments (AMP8-3) and are in accordance with the terms of the contract requirements.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to approve payments of 2 invoices as requested above.

The Housing Authority is in receipt of an invoice from LPBA Architects, Inc. for the schematic design/preliminary study services in the amount of \$3,800.00 for the elevator upgrade at the Canterbury Arms Apartments (AMP8-3). This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Bruce Socha which was seconded by Tameika Raye'la Martinez, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4934

Whereas, in order to comply with the Procurement Policy requirements of the American Recovery and Reinvestment Act (ARRA), the Chicopee Housing Authority has reviewed and determined that the current Procurement Policy meets the requirements of the Recovery Act and subsequent guidance, The Chicopee Housing Authority comply with the Procurement Policy/Act/guidance, including 24 CFR Part 85, for purposes of all Recovery Act procurement activities.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the said Procurement Policy and deem it to meet the requirements of the American Recovery and reinvestment Act (ARRA).

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha
Chester Szetela
Tameika Raye'la Martinez
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4935

Whereas, the staff has prepared Amendment #3 for the Federal Pilot Tax Agreement to correct the number of CHA federal units listed in the agreement from 257 to 383. Even though 257 units are indicated in the current agreement, the Chicopee Housing Authority has paid taxes to the City based on the correct number of 383 units.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the revision to Amendment #3 to the Cooperation Agreement as presented for the (Federal Pilot Tax Agreement).

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follow:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4936

Whereas, the Housing Choice Voucher Administrative Plan was reviewed and revisions are necessary in order to comply with all federal requirements and policies and to allow the Housing Authority to administer the program more efficiently and effectively. The revised plan has been completed and Board approval is requested; and

Whereas, the Secretary gave a verbal report on the Administrative Plan.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the revisions necessary as presented.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Tameika Raye'la Martinez	
Chester Szetela	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

On November 24, 2009 a collection of proceeds from the laundry machines at developments equipped with Laundromats was completed by representatives of the CHA and the Automatic Washing Machine Co. the following monies were collected.:

LAUNDRY COLLECTION REPORT
September 15, 2009 through November 24, 2009

State Collections	\$1,614.50
Minus Vendors Token Sales	<u>- 600.00</u>
Authority's Share	\$1,014.50
Federal Collections	\$2,365.50
Authority's Share	\$1,182.75

The funds were deposited into the appropriate accounts.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to accept the above report as given.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4937

Whereas, the following four (4) insurance companies were solicited for quotes for the vehicle insurance for the year 2010..

Martin J. Clayton Insurance Company
Ross Insurance Agency, Inc.
O'Neil E. J. Insurance Agency
NAHRO Massachusetts Ins. Group Trust; and

Whereas, Martin J. Clayton Insurance Company was the only quote received for this service.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to contract with the Martin J. Clayton Insurance Company (only responsive proposal) for commercial vehicle insurance for the Housing Authority fleet of vehicles beginning January 1, 2010 to January 1, 2011 in the amount of \$9,416.00.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Tameika Raye'la Martinez	
Chester Szetela	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

There being no further business to come before the meeting, therefore, upon a motion made by Bruce Socha which was seconded by Chester Szetela it was unanimously voted to adjourn at 6:25 p.m. The next regular meeting is scheduled to be held on January 13, 2010 at 6:00 P.M.

ATTEST: CARMEN N. ESTRADA, RECORDING SECRETARY